

Meixner, Chris Ms LN 21TSC Comptroller

From: 21TSC G6 Email Postmaster
Sent: Tuesday, September 13, 2005 3:35 PM
To: DL 21TSC All Users
Subject: FW: Gov't Travel Charge Card; URL for cardholders to access their account;

ALCON-

To date cardholders had to contact their organization's Agency Program Coordinator (Government Travel Card Coordinator) to be set up for accessing their Gov't Travel Charge Card Account.

Here is the good news! Now cardholders can perform this function themselves.

Here is the link:

https://www.gcsuthd.bankofamerica.com/EAGLS_selfregistration/army_selfRegistration.aspx

Please note:

- Cardholders must type in the information exactly as it appears on the travel card. So, if you have your middle initial on the card, you have to put it in. Any deviation will result in an error message. The bank will send the USER ID via regular mail to the address on your account. (So, please make sure that EAGLS reflects an updated address.)

- Once USER ID is received, you can establish a password and begin viewing your account balance, transactions, etc. Further, you will be able to update your own account info (i.e. address changes). Obviously, you won't be able to increase your credit limits, activate or deactivate your card, etc.

- It is extremely important that cardholders have access to their accounts; because they will be able to calculate what a transaction made in Euros is converted to in Dollars. The international transaction fee of 1% is billed separately effective 22 August 2005. It is supposed to show up as two separate line items. Be advised to wait until the charges show up on your statement before filing your vouchers. That way you will not have to "guesstimate" the conversion.

- We have tested the URL before we sent it out and it worked fine. You will be prompted a message that you should receive your USER ID in 7-10 business days, which might be a good stateside time frame, but may take two to three weeks to Europe.

Please let me know if you have any questions.

POC is Chris Meixner, 484-8494.